

Iowa Department of Transportation:

Attolist Quick Start Guide

Web-based Construction Collaboration for Iowa DOT Bridge Projects

System Navigation

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Additional help can be found by clicking the “Help” button in Attolist

Attolist Support can emailed at info@attolist.com or throught their website at attolist.com/contact/

General:

Attolist is being pilot tested on select Iowa DOT bridge projects to assist in the management of their construction. The primary role of attolist will be to assist project participants in the management of RFI's and shop drawing submittals. The site will also be used to manage contract documents and meeting minutes. By utilizing Attolist project participants will be able to electronically submit, review, and monitor construction documents.

User Requirements:

The Iowa DOT will providing user accounts for project participants. In order for participants to utilize the Attolist site they will need a computer with internet access and an email account. Use of the site will be contractually required by the Special Contract Provision for Electronic Submittals. In order to get an account project participants can contact the Resident Construction Engineer. The Attolist website can be accessed through the Iowa DOT webpage at:

<http://www.iowadot.gov/bridge/ecpm.html>

Navigation:

Upon logging into attolist a list of projects that the user is part of will be brought up. Individual project information can be accessed using the three tabs in the upper right hand corner of the screen. These tabs allow the user to access information on Project Management, Document Management, and Construction Administration. On the following pages flow charts are given to show what is contained in each area.

The screenshot displays the Attolist web application interface for the Iowa Department of Transportation. The header includes the DOT logo and navigation tabs for Project Management, Document Management, and Construction Administration. Below the header, a 'Projects' section displays a list of projects, with the first project 'US 6 Broadway Viaduct Bridge Replacement [demo]' expanded to show detailed information across four tabs: Project Management, Document Management, Construction Administration, and Project Information.

Project Management	Document Management	Construction Administration	Project Information
Action Items [0 open, 1 closed] Meetings [0] Milestones [2] Message Forums	Design Phase Documents [7] Construction Phase Documents [4] Sheet Index [0] Specification Index [0] Shared Folders	Submittals [3 open, 8 closed] RFIs Field Reports [0]	US 6 Broadway Viaduct Council Bluffs, IA Owner: Iowa DOT Contractor: Not Specified Design Team: Schemmer Architects Engineers Planners edit project info >

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Project Management:

The Project Management tab is not expected to be used extensively. The main use of this tab will be to manage meeting minutes. The headings listed in the chart below show up in Attolist in the left side bar. Not all of the categories will necessarily be used.

Project Management

<u>Action Items</u>	<u>Meetings</u>	<u>Milestones</u>	<u>Message Forums</u>
Team Categories	Meeting Types Pre-Bid Meetings Pre-Construction Meetings Weekly Progress Meetings	Project Phase Bidding Construction	Message Categories General Messages Design Team Messages Phone Records Supplemental Reviews

Document Management:

The primary use of the Document Management tab will be for the contract documents. Developmental specifications and special provisions for the project will be listed under the appropriate headers in the Design Phase section. Construction documents will be listed under the Sheet-Spec Index. The headings listed in the chart below show up in Attolist in the left side bar. Not all of the categories will necessarily be used.

Document Management

<u>Design Phase</u>	<u>Construction Phase</u>	<u>Sheet Index</u>	<u>Spec Index</u>	<u>Shared Folders</u>
Document Logs	Document Logs	Same side bar as	Same side bar as	CAD Files Construction Documents
Addendums	Change Orders (COs)	"Construction	"Construction	Contractor Transfer*
Proposal	Potential Change Orders (PCOs)	Phase"	Phase"	Design Team Transfer*
Special Provisions	Proposal Request (PRs)			DOT Team Transfer*
Plans	Revisions (REVs)			
Electronic				
Reference Library	Value Engineering (VE)			
Developmental				
Specifications				
Supplemental				
Specifications	Reports			
Railroad Data				
Sheet-Spec Index	Sheet-Spec Index			
Sheet List	Sheet List			
Specifications List	Specifications List			

* May not be
applicable depending
on User preferences

Construction Administration:

Construction Administration will be used to manage Submittals and RFI's. These documents will be created, reviewed, and stored in Attolist. There are separate quick start guides for both submittals and RFI's. The Iowa DOT will continue to use Field Manager for field reports, so this feature will not be used in Attolist. The headings listed in the chart below show up in Attolist in the left side bar.

Construction Administration

<u>Submittals</u>	<u>RFIs</u>	<u>Field Reports</u>
Submittal Logs	RFI Logs	Field Report Logs
Substitutions		Non Conforming
Submittal Schedule		Items